



March 31, 2017

KANSAS BULLETIN NO. KS300-17-37

SUBJECT: LTP- Conservation Stewardship Program Timeline for Contract Obligation for 2018-1 Renewal Sign-Up

Action required by Field Offices (FOs):

- | | |
|--|--------------------|
| - Renewal letters mailed | April 14, 2017 |
| - Conservation Activity Evaluation Tool (CAET) completed | September 1, 2017 |
| - Preapproval letters sent | September 15, 2017 |
| - Field Reviews completed | September 29, 2017 |
| - Corrections completed | October 27, 2017 |
| - Documents submitted for second level review | November 10, 2017 |
| - All items certified for 2013-1 contracts | November 10, 2017 |

Action required by Area Offices (AOs):

- | | |
|--------------------------|------------------|
| - Peer Reviews Completed | October 20, 2017 |
| - Obligations Completed | December 1, 2017 |

Action required by State Office (SO):

- | | |
|----------------------------|-------------------|
| - Applications Preapproved | September 8, 2017 |
|----------------------------|-------------------|

Purpose: To provide information to the AOs and FOs on the timeline and deadline for obligating Conservation Stewardship Program (CSP) funds for the 2018-1 renewal sign-up.

Expiration Date: December 31, 2017

Applicants with 2013-1 contracts set to expire on December 31, 2017 may be eligible to renew their contract through the 2018-1 renewal sign-up. Applicants must submit their renewal application by May 5, 2017.

FOs will mail contract renewal letter to participants whose 2013-1 contracts will expire in 2017 by **April 14, 2017**. Utilize the contract renewal letter found in ProTracts (PT). All renewal applications must be received and entered into PT by the renewal application cutoff date of **May 5, 2017**. The offer **MUST** include forms **NRCS-CPA-1200** AND **NRCS-CPA-1248**, located in PT.

Farmstead and Associated Agricultural Land (AAL) that are under the participant's control **will** be included in the renewal application.

Applications will remain in "pending" status until all participant, land, and stewardship eligibility requirements have been met.

-more-

DIST: A, F, S

Natural Resources Conservation Service
760 South Broadway Boulevard
Salina, Kansas 67401-4604

Phone: 785-823-4500
FAX: 785-553-5070
www.ks.nrcs.usda.gov

Helping People Help the Land

USDA is an Equal Opportunity Provider, Employer, and Lender

CAET will be used to determine if the stewardship eligibility requirement is met. CAET must be completed on applications by **September 1, 2017**. Contract renewal applications are **NOT** ranked.

All new activities in a renewal contract **MUST NOT** be planned or started while the initial contract is active. No waiver's to begin an activity early will be granted for renewal applications. Conservation activities adopted in the initial contract cannot be scheduled as new activities in the renewal application, unless implemented on land that has not yet received the treatment.

The SO will set all eligible applications to "preapproved" by **September 8, 2017**.

FOs will mail preapproval letters to participants by **September 15, 2017**. Field review will be completed by **September 29, 2017**.

Peer reviews need to be completed by **October 20, 2017**. Any corrections found during peer reviews will need to be made by **October 27, 2017**.

All documents must be submitted to DMS for second level reviews by the SO Financial Management Staff by **November 3, 2017**.

Renewal offers will **NOT** be obligated until all of the initial contract's scheduled activities have been **certified** as completed, regardless of payment status of the initial contract. All 2013-1 contracts must have all items **certified** by **November 10, 2017**. Contract renewal obligations **must** occur prior to the initial contract's expiration date. All obligations will be completed by **December 1, 2017**.

Contact: Please forward questions, through established channels, to Kasey M. Robinson, Resource Conservationist, at kasey.robinson@ks.usda.gov, or by calling (785) 823-4568.

(signed)

ERIC B. BANKS
State Conservationist